



**Nursing Care Quality Assurance Commission (NCQAC)
Special Meeting Notice
July 10, 11, 2008
Business Meeting
310 Israel Rd SE
Tumwater, WA
360-236-4713**

Commission Members:

Judith D. Personett, EdD, Certified Nurse
Administrator Advanced (CNA), RN, Chair
Susan Wong, MBA, MPA, RN, Vice-Chair
Linda Batch, LPN
William Hagens, MA, Public Member
Rev. Ezra Kinlow, MTH, Public Member
Darrell Owens, Ph.D., ARNP, ACHPN
Jackie Rowe, RN
Robert Salas, RN
Rhonda Taylor, MSN, RN
Mariann Williams, MPH, MSN, RN, ARNP
Susan Woods, PhD, RN, FAHA, FAAN
Laura Yockey, LPN

Assistant Attorney General:

Gail Yu, Assistant Attorney General

Staff present:

Paula R. Meyer, MSN, RN, Executive Director
Terry West, Health Services Consultant
Usrah Claar-Rice, MSN, RN, Nursing Education
Advisor
Teresa Corrado, LPN, Health Services Consultant
Chuck Cumiskey, RN, MBA, Nursing Practice
Advisor
Mary Dale, Discipline Manager
Donna Rogers, Complaint Process Manager
Marc Defreyn Supervising Staff Attorney
H. Louise Lloyd, Secretary
Shari Kincy, Secretary

Absent:

Richard Cooley, LPN
Diane Sanders, RN, BC, MN
Erica Benson-Hallock, MPPA, Public Member

**THURSDAY, JULY 10, 2008
WORKSHOP**

8:30 AM

Introductions - New pro tem members, new staff, staff attorneys, assistant attorneys general

9:00 – 10:30 Effective Final Orders – Susan Pierini

Ms. Pierini explained what a final order is, the different types, and the role of the Disciplinary Panels and the reviewing members. She reviewed troublesome language and gave examples of how to clarify.

10:30 – 10:45

Break

10:45 – 11:45

Unintentional Poisoning Deaths

Dr. Sabel gave an overview of the increase in unintentional poisoning deaths related to prescribing practices. There are more users of prescribed drugs than illegal drugs. The largest number of unintentional deaths occurs in the age group from 18-25. Methadone is the top killer. There are many unknowns, for example, is the source of prescription drugs different in Washington compared to the US?

Prevention Strategies – Education. There is a web site with information www.agencymeddirectors.wa.gov/guidelines.asp

11:45 – 1:00

Lunch

1:00 – 2:00

Practice Guidelines

The Practice Guidelines include Advisory Opinions, letters issued to interested parties stating the NCQAC interpretation of a rule, and several aged documents. A task force worked on the documents and is ready for recommendations. The NCQAC members worked in small groups to review the documents and prepare recommendations for the July 11 business meeting.

2:00 – 2:15

Break

2:15 – 3:30

Practice Guidelines, continued

3:30 – 4:30

HB 1103 – Beyond the Pilot Projects – Bill Kellington, Director, Legal Services Unit

While HB 1103 mandates the NCQAC participation in a pilot project, many other process changes are included in the bill. These include Criminal Background Checks, Show Cause Hearings Production of Records during Investigations, Citations, Denial of Applications, and, Permanent Revocation of Licenses.

Mr. Kellington will speak at the Friday, July 11 business meeting.

**FRIDAY, JULY 11, 2008
BUSINESS MEETING**

1. Dr. Judith D. Personett, Chair called the meeting to order at 8:31 AM

- Introductions - NCQAC members, staff, and pro tems introduced themselves
- Order of the Agenda – Revised - Bill Kellington will speak after open mic.
The order of the agenda was accepted with the change.
- Correspondence - none
- Announcements
 1. Robert Salas was selected Pierce County Nurse of the Year.
 2. Paula Meyer is the Executive Director for the NCQAC, effective July 1, 2008.

2. Consent Agenda – DISCUSSION/ACTION

Items listed under the consent agenda are considered routine agency matters and approved by a single motion of the NCQAC without separate discussion.

A. Approval of minutes

1. NCQAC business meeting, May 9, 2008

Changes:

End of life issues in nursing home– change the spelling of Janet Castl to Janet Griffith-Kastl

5.F – add will develop “an orientation for new public members and delete “because there will be”.

5.G – add “a presentation regarding” . . . workshop.

8. -- under DISCUSSION add – The bill requires the NCQAC to participate in a 5 year pilot project with more authority granted to the NCQAC.

8.B. -- Operating agreement – add “since changes are needed” to “It is premature to discuss the agreement at this time.”

Page 7 -- Begin a new paragraph for the motion to hire the Executive Director

2. Continuing Competency sub-committee minutes
3. Licensing and Disciplinary sub-committee minutes
4. Nursing Program Approval Panel minutes
5. Hearing minutes

B. National Council of State Boards of Nursing (NCSBN) correspondence - none

C. DOH correspondence to all license holders – renewals, change of address

MOTION: Motion by Mariann Williams and a second by Rhonda Taylor to accept the consent agenda with proposed corrections to the May 9, 2008 minutes. Motion passed.

3. Chair Report – Dr. Judith Personett - DISCUSSION/ACTION

A. New officers take their positions

- Susan Wong will continue as the Vice Chair
- Dr. Personett will continue as Chair

B. HB 1103 Pilot Project Consultant Interviews

DISCUSSION: At the last business meeting, Mary Selecky presented the concept of a consultant position to assist with the transition in the pilot projects. The consultant position would be time limited and mediate between the NCQAC, Medical Quality Assurance Commission (MQAC), and the Department of Health (DOH). The use of the consultant position appears to evolve into a permanent position. The NCQAC discussed the difficulty of recruiting someone with no ties to the DOH, the MQAC or the NCQAC. Funds for a consultant were allocated in HB 1103 but the position is not required in the legislation.

Advantages – If there are any problems, the bill gives the NCQAC and MQAC the ability to hire a mediator.

MOTION: Motion by Jackie Rowe and second by Dr. Woods that the consultant not be hired at this time. Motion passed.

Dr. Personett, Susan Wong, Paula Meyer and Terry West met with the leadership of the MQAC. The leadership would like to meet regularly. MQAC are especially interested in the NCQAC's work with continuing competency. MQAC invited the NCQAC leadership to speak on continuing competency at their August 28 meeting in Spokane.

- C. Executive Director position, State Committee on Agency Officials' Salaries (SCOAS) meeting

DISCUSSION: The meeting regarding the Executive Director salary was convened and a decision had been made by the time Dr. Personett and Paula Meyer arrived. The meeting notice stated the meeting started at 1:30 when it began at 1:00 pm. There was no data on the SCOAS members reasoning for the salary level except that doctors are harder to recruit than nurses. Further meetings with the DOH Human Resources Director are scheduled to discuss process and appeal. HB 1103 gives the NCQAC responsibility to hire the executive director who serves at the pleasure of the NCQAC. A ceiling on the salary could limit recruitment and the retention of qualified candidates.

- D. APRN Roundtable – Mariann Williams

Mariann Williams thanked the NCQAC for the opportunity to attend the National Council of State Boards of Nursing's (NCSBN) APRN roundtable in Chicago. Washington remains in the forefront of ARNP independent practice and it is important the voice from Washington be heard. Ms. Williams explained the APRN Consensus paper. The main stakeholders were legislatures, accreditation and certification bodies, and education. There was lots of discussion about specialties and subspecialties. A draft of the consensus paper is available on the NCSBN WEB site.

- E. Secretary of Health Sanctioning Guidelines – Jackie Rowe

Ms. Rowe participated in the June 16 meeting with DOH boards and commissions regarding the Secretary Sanctioning Guidelines. The purpose of the group is to identify problems and issues of complying with the Secretary Guidelines. The first issue discussed was Standard of Care cases. Susan Wong attended the second meeting on July 2 where Dick Gildner was elected chair of the group. MQAC stated the Standard of Care guideline related to patient death would not work for them and asked for input from other professions. The decision was made to try the MQAC grid on cases of patient death. Most professions don't have guidelines specific to their professions similar to the NCQAC Sanctioning Standards and use the Secretary's Guidelines. Ms. Wong provided copies of the NCQAC Sanctioning Standards to show how NCQAC works with the secretary guidelines.

Ms. Rowe distributed handouts of the Disciplinary Guidelines Manual, revised February 2007.

4. Executive Director Report – Paula Meyer – DISCUSSION/ACTION

A. Washington Health Professionals Service (WHPS) – Jean Sullivan, Manager

DISCUSSION:

- The WHPS program has grown 49% with 438 participants since March 2006. Because of the large number of people entering the program and case managers not able to address the needs, a cap on entry into the program was used for 60 days. The cap was initiated on April 15, 2008 and expired June 15, 2008.
- A tracking system was created showing the information given on outside referrals.
- Clients that did not follow through with treatment resources were contacted. Currently case manager caseloads are 175 participants per case manager.
- A Decision Package requesting three FTEs and a position for the intake process was proposed. The average intake is 47 new participants per month.
- Paula Meyer questioned whether the requested FTEs would be enough to handle the program because the number of nurses in Washington has increased to 103,000.
- Terry West and Paula Meyer will work with Ms. Sullivan to show the projected growth in licensees.
- It was suggested that a NCQAC member go with Ms. Sullivan when the Decision Package is presented to her supervisor. Ms. Meyer also suggested that a NCQAC member attend with Ms. Sullivan as the Decision package goes forward. Dr. Woods offered to support Ms. Sullivan through the process of this request.
- Amanda Capehart is now a full time staff member in eastern Washington

B. NCSBN Chemical Dependency Committee – Karl Hoehn

Mr. Hoehn was nominated and chosen to participate in the NCSBN Chemical Dependency Committee.

Mr. Hoehn helped draft the original nursing policy on the use of WHPS in lieu of discipline. There are nine members of the NCSBN committee from across the country. Several members are directors or are involved in alternative to discipline programs. The committee is going to revise the Chemical Dependency Handbook, a guide for nurse managers. The committee wishes to document evidence-based standards helpful to boards of nursing. This may be a multi-year project.

C. Public Disclosure – Lists and Labels Procedure – Terry West

Ms. West reviewed revisions to the procedure and the recognized parties on the list.

Ms. West explained the list and the statute defining professional or educational organizations and that only these two can be granted lists and labels of professionals licensed in our state. DOH revised their policy. The Secretary of Health denied the request from Service Employees International Union (SEIU). SEIU was approved on the NCQAC list. SEIU was not approved by DOH because the request appeared to be for commercial purposes.

The NCQAC will continue to use the denial letters that are in place. A five year review process is being used by DOH, which the NCQAC will follow.

MOTION: Motion by Mariann Williams and second by Darrell Owens to remove SEIU from Lists and Labels list of recognized organizations related to the request to recruit members. Motion passed.

MOTION: Motion by Mariann Williams and second by Susan Wong to add Washington State Student Nurses to the list and correct the line 5, School Nurses Association of Washington (SNOW). Motion passed.

ACTION: Terry West will add another column to the list with the heading “Re-reviewed”.

D. Rules Update – Terry West

Ms. West presented an update on the ARNP rules, Nurse Delegation of Insulin Injections in Community Based Care Settings, and Continuing Competency rules.

- Continuing Competency – Chuck Cumiskey is the facilitator for the entire rules process for continuing competency. A CR101, the first notice to the public that a project has started, was filed on June 18, 2008.
- Nurse Delegation – The CR 101 was filed on July 2, 2008. Kendra Pitzler coordinated this process. The meetings are scheduled for July 15, 2008. Ms. Pitzler will complete this stage and then Ms. West will assume the process. Ms. Pitzler and Ms. Meyer met with Department of Social and Health Services (DSHS) representatives writing the curriculum for nursing assistants for insulin injections. DSHS also has oversight of delegating nurses. Legislators want the rules in place by January 1, 2009. The hearing is scheduled for December 2008 with the NCQAC. While the rules will then need to go through the Secretary of Health approval process and be filed with the Code Reviser’s Office. By having the hearing in December, the intent of the legislation will be met. If nursing assistants complete the DSHS training and present a certificate to a delegating nurse for insulin injections, the delegation may occur.
- ARNP Rules – Mindy Schaffner – The final draft is being reviewed by Paula Meyer and Gail Yu. The CR102 will be filed on August 6, 2008. The hearing will be in Spokane on September 11, 2008. Mariann Williams recognized Dr. Schaffner for her work on this process.

E. Signature Authority – Renew delegations to staff for forms

MOTION: Motion by Mariann Williams and second by Bill Hagens for Mary Dale to sign legal forms for the NCQAC. Motion passed.

MOTION: Motion by Mariann Williams and second by Linda Batch for Sandra Prideaux to sign for subpoenas. In Ms. Prideaux’s absence, Ms. West and Ms. Meyer will have signature authority. Motion passed.

F. Nursing Commission Newsletter – Terry West

When NCQAC members have speaking engagements, newsletters are available for distribution.

The next newsletter is scheduled for January 2009. Articles are due in mid September and the newsletter will go to print in December 2008.

Theme: 100 Years of Regulation

5. Discussion Items - DISCUSSION/ACTION

- **Review of Nursing Practice Guidelines**
Recommendations as an agenda item for today’s meeting.
- **Public Health Nursing – Standing Orders and Scope of Practice**
DOH meetings: meeting with Wilma Elmore on July12; legal analysis being completed.

- **Nurse Delegation in Community Based Care Settings – Insulin Injections**
Legislation passed; will begin rules workshops.
- **Revising the current Botox position statement to include non-surgical dermatological procedures**
Review of Nursing Practice Guidelines recommendation.
- **End of life issues in skilled nursing homes**
Susan Wong will be working with Janet Kastl on a group addresses these issues.
- **Public Member Orientation**
Public members met and agreed they would like to be informed when new member orientation occurs. The public members attend a new member orientation, but felt it would be beneficial to repeat the orientation after a year of service.
- **Effective Final Orders**
Presentation completed by Susan Pierini at the July 10 workshop.
- **100 years of Nursing Regulation in WA state**
Sally Watkins of the Washington State Nurses Association (WSNA) spoke of the progress Dr. Maura Eagan has made requesting money to support the centennial. Dr. Eagan is also working on a traveling history display and would like to begin working with the NCQAC members.

6. 2008-2009 Planning: Committee Members, New Members, Mentors– Paula Meyer - DISCUSSION/ACTION

A. The NCQAC members confirmed their sub-committee membership, the chair appointed the sub-committee chair positions.

Revised Committee and Panel Members

Steering Committee – Dr. Personett, Chair, Susan Wong, Bill Hagens, Rhonda Taylor, Paula Meyer

NPAP (a) - Christine Henshaw, Chair, Rhonda Taylor, Bobby Emerson, Lois Hoell, Usrah Claar-Rice

NPAP (b) - Dr. Woods, Chair, Linda Wrynn, Helen Kuebel, Sharon Parkman, Usrah Claar-Rice

Licensing & Discipline - Bill Hagens, Chair, Rick Cooley, Susan Wong, Dr. Schaffner, Darrell Owens, Jackie Rowe, Donna Rogers, Teresa Corrado, Mary Dale

Continuing Competency - Rhonda Taylor, Chair, Diane Sanders, Dr. Personett, Linda Batch, Marianne Williams, Robert Salas, Dr. Woods, Lois Hoell, Chuck Cumiskey

Case Disposition Panels

#1 Mariann Williams, Chair, Susan Wong, Robert Salas, Erica Benson-Hallock, Darrell Owens, Cathy Dodson, Chris Gray, Donna Poole, Staff Attorney

#2 Dr. Personett, Chair, Rick Cooley, Ezra Kinlow, Chris Henshaw, Linda Wrynn, Peggy Currie, Dr. Schaffner, Staff Attorney

#3 Jackie Rowe, Chair, Rick Cooley, Bill Hagens, Diane Sanders, Lois Hoell, Staff Attorney

#4 Rhonda Taylor, Chair, Dr. Woods, Linda Batch, Laura Yockey, Marge Herzog, Staff Attorney

B. Chart of new members and their mentors.

	New member	Mentor
ARNP	Darrell Owens	Mariann Williams
ARNP	Chris Gray	Mariann Williams
ARNP	Donna Poole	Mariann Williams
RN	Peg Currie	Judy Personett
RN	Lois Hoell	Jackie Rowe
RN	Marge Herzog	Rhonda Taylor
RN	Mindy Schaffner	Judy Personett
LPN	Laura Yockey	Rick Cooley/Linda Batch
LPN		
Public Member		

C. Sub-committee meeting dates – projection of dates will assist with planning.

The executive director requested that NPAP have regularly scheduled meetings planned a year in advance.

Licensing & Discipline

7/28/08	1/26/09
8/25/08	2/23/09
9/29/08	3/30/09
10/27/08	4/27/09
11/24/08	5/25/09
12/29/08	6/29/09

Continuing Competency

7/16/08	1/21/09
8/27/08	2/18/09
9/17/08	3/18/09
10/22/08	4/15/09
11/19/08	5/20/09
12/17/08	6/17/09

D. Hearing dates – The NCQAC members requested changes in the dates of hearings. Forms for hearing date availability should be given to Donna Rogers or Adena Nolet by July 31, 2008.

ACTION: Adena will send the form electronically to those who want it. Below is the list of hearing dates.

Hearing	Location
July 31, 2008	Tumwater
August 28, 2008	Tumwater
September 25, 2008	Tumwater
October 23, 2008	Tumwater
November 20, 2008	Tumwater
January 8, 2009	Tumwater
February 27, 2009	Tumwater
March 27, 2009	Tumwater
April 30, 2009	Tumwater
May 29, 2009	Tumwater
June 26, 2009	Tumwater

E. Master Calendar – Once the dates of the sub-committees, hearings, etc. are confirmed, master calendar will be distributed to all NCQAC and pro tem members.

F. Position Descriptions – Position descriptions for officers and sub-committee were revised.

Chair: A new position description will be written because this position will change under HB 1103.

Vice Chair Position Description

MOTION: Motion to adopt by Susan Wong and second by Robert Salas. Motion passed.

Immediate Past Chair

MOTION: Motion to adopt by Rhonda Taylor and second by Darrell Owens. Motion passed.

Licensing and Discipline Subcommittee: Revise Membership list by removing staff as members. Move staff names to another section in the description.

MOTION: Motion to adopt by Jackie Rowe and second by Ezra Kinlow. Motion passed. Miranda Baynes, staff attorney, offered to work with the Licensing and Discipline Subcommittee.

MOTION: Motion to rescind the Discipline and Licensing Subcommittee Position Description. Motion passed. Two different position descriptions were found. This position description was not complete.

Continuing Competency Mechanisms Subcommittee – Change Nursing Practice Manager to Nurse Practice Advisor and Nursing Education Manager to Nurse Education Advisor. Move all staff listed under membership to a separate line.

MOTION: Motion to adopt with revisions by Linda Batch second by Rhonda Taylor. Motion passed.

Consistent Standards of Practice Subcommittee

Motion: Motion by Dr. Woods and second by Mariann Williams to rescind the Consistent Standards of Practice Subcommittee policy. Motion passed.

Legislative task force – Change the word effect to affect.

MOTION: Motion to adopt with revision by Dr. Woods and second by Linda Batch. Motion passed.

Nominations Committee

MOTION: Motion to adopt by Ezra Kinlow and second by Mariann Williams. Motion passed.

Nursing Program Approval Panel - add staff category for staff

MOTION: Motion to adopt with revision by Mariann Williams and second by Dr. Woods. Motion passed.

Steering Committee – add staff category for Executive Director

MOTION: Motion to accept with revision by Mariann Williams and second by Dr. Woods. Motion passed.

7. Laptop Project – Terry West - DISCUSSION/ACTION

Five laptop computers were purchased and four were assigned to members for a pilot project. The fifth laptop needs to be assigned to a current member.

Phase II and Phase III of the project will be discussed.

- Input from survey:
 1. Read only on the CD is a handicap
 2. Need ability to add notes
 3. Internet, Acrobat, Word, Virus protection

4. If the meeting information is more than 75 pages prefer a paper copy

- Planned meeting with IT
 1. Paula Meyer and Terry West will meet with the Division of Information Research Management (DIRM) staff.
- Assignment of fifth laptop to Bill Hagens

Phase III – a secure WEB site for use with disciplinary files. When the case is completed, Public Disclosure will also have access to the file.

Mariann Williams suggested that laptop users also meet with IT.

8. NCSBN Annual Meeting, Committee Appointments – Paula Meyer - DISCUSSION/ACTION

The NCSBN Annual Meeting is from August 4-6 in Nashville Tennessee. In 2007, the NCQAC determined that the delegates will be the chair and Executive Director due to the issues discussed and business at the NCSBN meeting. The NCSBN will support the costs of four people from Washington:

The dates for the meeting are August 5 - 8.

- a. Two delegates – Chair and Executive Director
- b. The chair of the Resolutions Committee (required to go) – Dr. Personett
- c. Nominating committee member (required to go) – Paula Meyer

MOTION: A motion was made and passed that Dr. Personett and Ms. Meyer as the chair and executive director will be the delegates.

MOTION: Motion by Linda Batch with a second from Ezra Kinlow for Terry West and Dr. Woods to attend the National Council Annual Meeting. Motion passed.

The recommendations from the NCSBN board of directors and the slate of candidates will be reviewed and recommendations from NCQAC discussed.

- Mr. Bill Hagens is interested and has been nominated for the Innovations Committee.
- Mr. Trent Kelly is interested and has been nominated for the Investigator/Attorney Resource Committee.
- Item Reviewer Subcommittee - Rhonda Taylor will continue as a member
- Awards Committee – Dr. Woods will continue as a member

Slate of Candidates – Washington is in Area 1. Mariann Williams recommends Randall Hudspeth for Director at Large, and Catherine Giessel for New Director at Large.

Recommendation for Model Rules Changes were discussed. Comments and information will be taken to the NCSBN meeting.

There will be a conference call on July 21, 2008 at 10:00am central time for any resolutions to be proposed to the NCSBN.

Karen Jensen, Acting Secretary to the Department of Health stopped in to congratulate Paula Meyer and Terry West on a smooth transition to the pilot project. The transition of Paula Meyer as the Executive Director, effective July 1 went very well. Ms. Jensen stated work will begin on revisions of the Operating Agreement.

9. Out of State Travel Plan – Paula Meyer - DISCUSSION/ACTION

A plan for out of state travel was discussed. The NCQAC will considered sending members and staff to the Citizens' Advocacy Center (CAC), Council on Licensure, Enforcement and Regulation (CLEAR) and Federated Association of Regulatory Boards (FARB) annual meetings.

Profession/FTE Name of Conference	Traveler	Dates	Location
Nursing			
1. CLEAR Annual Conf.		Sept. 22-24	Anchorage AL
2. NCLEX Invitational	Rhonda Taylor	Sept. 8, 2008	San Diego CA
3. Federated Association of Regulatory Boards		Jan 23-25, 2009	Tampa FL
4. Citizens Advocacy Council	New Public Member	Oct. 27-29	Ashville NC
Trips funded by other sources:			
1. NCSBN – Annual Meeting	Judith Personett	Aug 5-8, 2008	Nashville TN
2. NCSBN – Annual Meeting	Susan Woods	Aug 5-8	Nashville TN
3. NCSBN – Annual Meeting	Paula Meyer	Aug 5-8	Nashville TN
4. NCSBN – Annual Meeting	Terry West	Aug 5-8	Nashville TN
5. NCSBN – Mid-year Meeting	Judith Personett	March 2-4, 2009	Chicago IL
6. NCSBN - Mid-year Meeting	Paula Meyer	Mar 2-4	Chicago IL
7. NCSBN Mid-year Meeting	Laura Yockey	March 2-4	Chicago IL
8. NCSBN Mid-year Meeting	Susan Wong	March 2-4	Chicago IL
9. NCSBN – Awards Committee	Susan Woods		
10. NCSBN – Item Review Subcommittee	Rhonda Taylor	Aug 19-22, 2008	Chicago IL
11. NCSBN – Board Operations & Licensing Staff Conference			
12. NCSBN – Carnegie Focus Group			
13. NCSBN – APRN Roundtable			
14. NCSBN – IT Summit			
15. NCSBN – Focus Group III			
16. NCSBN – Leadership Succession Committee	Paula Meyer		
17. NCSBN Discipline & Legal Summit, May or June 2008	Sandra Prideaux		

10. Practice Guidelines – Rob Salas, Diane Sanders, Linda Batch - DISCUSSION/ACTION

At the July 10 workshop, the NCQAC members discussed and reviewed advisory opinions and statements. The task force members will present the following recommendations for action:

A. Nursing Practice Guidelines – RN Table

1) WEBPAGES:

Recommend - keep the following Websites:

- Nursing Care Quality Assurance Commission
- Department of Health
- Health Professions Quality Assurance home page
- Provider Credential Search
- National Council of State Boards - insert “. . .of Nursing”
- Code Reviser's Office

Recommend - remove the remainder of the pages

Recommend – add the following websites

- Washington Center for Nursing which would include information on the professional nursing organizations such as WSNA.

- Citizen Advocacy Council

2) Questions of Assignment

Recommend – Renew the page with the following changes:

- In the middle of the page, change the numbering of 1-6 to bullet points so it is easier to visualize in the text.

Add the appropriate nursing laws as a weblink after each sentence.

In the last paragraph, where it reads “The consequences if disciplinary action is taken . . .” Change to “If disciplinary action is taken against an individual’s license, the consequences would range from a letter of reprimand to probation or revocation”.

In the first paragraph, change i.e. to e.g.

3) Renew Nursing Care Quality Assurance Commission – Determining your Scope of Practice and the Scope of Practice Decision Tree.

Recommend - Renew

4) Verification of Valid and Current Licensure of Healthcare Providers in Washington State

Recommend - with the following changes:

- Remove the name Bonnie King and her information from the bottom of the page
- Insert the review date on the bottom of the page, left side.

5) Position Statement on Managing Patients Receiving Epidural Analgesia

Recommend - Renew

6) Position Statement on Use of Lasers in Skin Care Treatment

Recommend – Rescind the current position statement. Assign a task force to review further and provide update changes.

7) Staff Model for the Delivery of School Services

Recommend – Renew – There are no other school models. When the Office of Superintendent of Public Instruction revises model, the NCQAC can make a recommendation at that time.

MOTION: Motion was made by Rob Salas with a second by Bill Hagens to accept the recommendations based on the workshop on July 10, 2008. Motion passed.

MOTION: Motion by Ezra Kinlow and second by Dr. Woods to rescind the previous motion by Rob Salas. Motion passed.

MOTION: Motion was made by Rob Salas with a second by Bill Hagens to accept the recommendations based on the RN issues discussed in the workshop on July 10, 2008. Motion passed.

MOTION: Motion was made by Linda Batch with a second by Rob Salas to accept the recommendations based on the LPN issues discussed in the workshop on July 10, 2008. Motion passed.

B. Nursing Practice Guidelines – ARNP Table

1) ARNP Nurse Practice Advisor document will not be correct until the rules workshop. It is informational only.

2) ARNP Specialty Overview

MOTION: Motion by Mariann Williams and second by Darrell Owens to rescind the ARNP Specialty Overview, and task it to ARNP Task Group for revision. Motion passed.

3) Advanced Registered Nurse Practitioner in Washington State Frequently Asked Questions document.

MOTION: Motion by Mariann Williams and second by Ezra Kinlow to table the Motion passed.

Other recommendations:

Job Titles/License – Review

Recommend:

- Update phone numbers and contacts in the last paragraph

Medication Assistance

Recommend

- Add Nurse Delegation/Care Giving link

Advisory Opinion Request Form

Recommend:

- Remove “five copies” in line #2. Replace with “Please complete and return via email or mail”.
- Number 3 to read “Safe for practitioner as relating to Nursing Care Regulations of health care professionals and U.D.A. and safe practice relating to etc.

Recommend:

Remove Mike Kramer and update all phone numbers and web sites.

Position statement on Intravenous Therapy by Licensed Practical Nurse.

Recommend:

First paragraph should read “LPN has had the appropriate practice and documented annual education.

Patient Abandonment Defined

Recommend:

Remove examples and the paragraph following that starts with “The Commission believes . . .”

MOTION: Motion by Linda Batch and second by Rhonda Taylor to accept the recommendations. Motion passed.

11. Pilot Project Update – Steering Committee - DISCUSSION/ACTION

Updates on the following will be presented and discussed:

DISCUSSION:

- Organizational Chart – Paula Meyer explained the chart. The NCQAC request that renewal staff be added to the pilot project. Ms. Meyer and Ms. West continue to work on this request. Will begin to recruit next week for two investigator positions and someone may transfer to the Office Assistant position. The lines on the organizational chart will be changed to reflect reporting line.
- Performance Measures – Ms. Meyers explained the charts and trends and the effect the increase in licensure has on credentialing and discipline the last biennium with charts of the licensure and discipline statistics.

- Increases in applications and licensees

	Active	Inactive
RNs	81,084	949
ARNPs	4688	
LPNs	16,134	263
Nurse Technicians	805	
Totals	102,711	1,212

Total licensed nurses - 103,923

- LPN Credentialing
Trend - Starting to see some declines in LPNs. If there is a decline in LPNs, what does that mean for nursing homes. Nursing Home Administrators said they need more RNs.
- Staffing
Because of the upward growth in licensing, Ms. Meyer is looking at the staffing issue and how to use temporary staff, from May through August. There is an increase in licensure during this period. Teresa Corrado shared with the NCQAC that the increase in applications from June 2007 to June 2008 was 898, which is 400 more than two years ago, a significant increase.

Lois Hoell and Susan Wong agreed to work with Terry West on the budget. Ms. West explained the current budget and the Decision Package.

- Decision Packages – additional allotment requests must be submitted to the Assistant Secretary by August 1, 2008. The Decision Packages will be submitted to the Legislature between January – April 2009.
 - HB 1103 issues – an example is that more travel dollars are being requested because there is no investigator in Spokane so there will be more travel. There will be more show cause hearings so Commission member time will increase.
 - Staffing – Administrative Assistant to help with the disciplinary process
 - Office Assistant to assist with licensing, intake, and approvals
 - ARNP Practice Manager (.5 FTE)
 - Temporary staff during the peak period
 - Workload study additional FTEs being recommended – need to confirm if DOH recommendations include NCQAC needs or an individual NCQAC package is needed.
 - N Scale – salary scale for investigators

Some of the projects that are being considered for implementing cost savings are:

- Paperless licensing
 - Have application packets on the WEB site
 - Have information on CD i.e. law books, forms, applications, Practice Guidelines
- Budget – Ms. West explained the report and reasons for being overspent. With HB 1103, the NCQAC will have more autonomy over the budget but will have to work with the current budget through the current biennium.

An example of overspending: Public disclosure submitted a decision package asking for more staff and in anticipation of it passing hired more staff. However, it did not pass.

The priorities of the NCQAC are to clean up the backlog of investigations and disciplinary cases, continuing competency, and cost saving measures.

MOTION: Motion by Rhonda Taylor with a second from Linda Batch for the NCQAC to pursue three priorities: reduce the backlog of investigations and disciplinary cases, continuing competency and cost saving measures. Motion passed.

12. Videoconferencing Capabilities for Business – Paula Meyer - DISCUSSION/ACTION

In an effort to conserve costs, Ms. Meyer asked the NCQAC to consider live videoconferencing of the November, January, and May meetings.

DISCUSSION:

Concerns and Comments:

- Travel is a large amount of the budget
- Videoconferencing may cut the spending amount for meetings, poor traveling conditions, amount of time away (traveling to and from meetings)
- The Nursing Home Administrator Board is going to try videoconferencing for their meeting in August 2008
- Attempt to have the November, January, and May meetings by videoconference
- Three sites used by DOH - Spokane, Shoreline, and Tumwater
- There are many outside sites for video meetings
- The NCQAC would pay for site costs
- Web Cam is another option
- Concern about workshops and if videoconferencing is effective to business
- Suggestion to use only during one-day meetings

This item will be brought to the September meeting for a recommendation.

13. 11:30 AM - Executive Session - The Executive Session is that part of a regular or special meeting closed to the public.

No executive session was required

14. Lunch

15. 1:00 PM – OPEN MIC

Open mic is for public presentation of issues to the NCQAC

Joan Garner:

- Requested corrections to the newsletter. She will send the correction to Dr. Personett.
- Ms. Garner feels the legislature should have given the money from the fee increase to WHPS instead of the University of Washington to set up a WEB site.
- Ms. Garner questioned video conferencing and how will public have information prior to the meetings.

16. HB 1103 – Beyond the Pilot Projects – Bill Kellington, Director, Legal Services Unit

While HB 1103 mandates the NCQAC participation in a pilot project, many other process changes are included in the bill. These include Criminal Background Checks, Show Cause Hearings Production of Records during Investigations, Citations, Denial of Applications, and, Permanent Revocation of Licenses. Mr. Kellington reviewed the implementation plans for these processes.

Mr. Kellington gave a brief overview of the effects HB 1103 will have on business for the NCQAC.

- The new legislation presents several opportunities. There are 40 sections, each altering the disciplinary process. There are many new tools to improve the work. Some implementation plans are still evolving. Legal will talk to all boards about changes and will provide a newsletter to explain changes.
- Some of the changes - "Show Cause" hearing for summary action. This will address immediate danger cases only. In most cases, the hearings would be done by conference call. This is an opportunity for the licensee to show that they can practice safely while contesting the charges.
- Application Cases – Denials and restricted licenses will no longer be done with formal charges. The Notice of Determination (NOD) is issued and becomes effective 28 days later if no hearing is requested. If NOD denies credential, a license with conditions may be negotiated following the return of an answer requesting a hearing. This process only applies to applications.
- Permanent Revocation is clearly available. The panel must find that the license holder can never be rehabilitated or regain the ability to practice with reasonable skill and safety. This finding must be stated in the final order and be supported by substantial evidence.
- Sexual Misconduct – Any sex case lacking clinical or practice standard issues must be referred by a panel for exclusive handling by DOH staff, with further NCQAC involvement.
- The Sanction Schedule is to be made into a rule. The workgroup will review existing guideline and make recommendations to the Secretary by 11/15/08. The sanction schedule, applicable to all disciplinary authorities, will be made into a rule by 1/1/09.
- Citation and fine for failure to produce records – If licensee does not provide information after the initial request, investigations will send a citation advising the licensee of the daily fine amount accruing until a response is received. The licensee may not renew their license until the fine is paid.
- Mandatory Reporting – DOH will not implement sanctions for failure to report until the stakeholder discussion and rulemaking process is complete which is anticipated to be 12/08.

16. Subcommittee reports – DISCUSSION/ACTION

A. Licensing and Discipline

1. Limited Education Authorization – draft procedure

Jackie Rowe thanked Teresa Corrado for her work on this document.

Currently – If a nurse has been out of practice for three years or more they must apply for limited education license when they register for refresher course which takes between nine to twelve months to complete. Therefore the Limited Education Authorization is expired before the clinical component can be completed. Sometimes three or four extensions have to be requested.

Recommend: Give nine to twelve months to complete the clinical portion of course. There would only be one extension possible.

Corrections: Renumber and attach the letter that is sent to the applicant.

MOTION: Motion by Jackie Rowe and a second from the committee to accept with corrections. Motion passed.

2. Procedure A06.05 Below Threshold Criteria – proposed changes

Currently, if a nurse practices one year or less without a license, a case is not open to investigation.

Recommend: If a nurse practices 30 days or less the NCQAC will not put forth resources to open to investigation.

MOTION: Motion by Jackie Rowe and a second from the committee to change the threshold criteria from one year to 30 days. Motion passed.

3. Disciplinary Worksheet – deferred for discussion at a later date.

B. Continuing Competency

This Profession Development document is a working document. Two speaker's bureaus training sessions occurred on the document, one in Spokane, and one in Kent. July 15, 2008 there will be a multi-site video conference for rules workshops with stakeholders. From July through September, the process will be continued with seven or eight sites. Mariann Williams will present to 30 rural hospital sites by videoconference.

17. Closing

Adjourned at 3:30 pm